

EMPLOYMENT APPLICATION SEASONAL AND TEMPORARY

Please type or print clearly

City of Rochester
Human Resources Department
201 4th Street S.E., Room 295
Rochester, Minnesota 55904
507-285-8074 Fax: 507-529-4504
humanresources@rochestermn.gov



POSITION(S) APPLYING FOR: (In order of preference)

1. _____
2. _____
3. _____
4. _____

PERSONAL INFORMATION

Name: Last	First	Middle	Home Telephone:
Address: Street	City	State	Business Telephone:
CHECK: SPRING _____ SUMMER _____ FALL _____ WINTER _____			Email:

DATE AVAILABLE _____ PAY EXPECTED _____

EDUCATION

Educational Institution	Name and Address of Institution	Course of Study (Major/Minor)	Number of Years Completed	Did you Graduate?	Diploma or Degree Awarded?
High School					
College					
Other					

SPECIAL QUALIFICATIONS AND SKILLS - List below qualifications, skills, interests, seminars, workshops, etc. Include any training you have had which is directly related to the job for which you are applying.

COMPUTER SKILLS - List computer skills and experience.

EMPLOYMENT HISTORY - List your employment history, but do not provide dates of employment for jobs held more than five (5) years ago. Start with your PRESENT or MOST RECENT job.

Employer:	Address:	Full-Time <input type="checkbox"/>
Supervisor's Name:	Dates Employed: From _____ To _____	Part-Time <input type="checkbox"/>
Job Title:	Reason for Leaving:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Duties:		



20% Post-Consumer Recycled Fiber Content

EMPLOYMENT HISTORY (CONTINUED)

Employer:	Address:	Full-Time <input type="checkbox"/>
		Part-Time <input type="checkbox"/>
Supervisor's Name:	Dates Employed: From To	
Job Title:	Reason for Leaving:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Duties:		

EMPLOYMENT REFERENCES

Please list three (3) work-related references. Include name, employer name and address, telephone number, and identify if supervisor, co-worker, etc.

1. _____
2. _____
3. _____

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the City of Rochester is required to inform you of your rights as they relate to the private information collected from you. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with the City of Rochester. Private data is information which is available to you, but not to the public. The personal information we collect about you is private. All data collected is considered private except for the following:

- | | | |
|--------------------------|--------------------------------------|--------------------------------|
| 1. Your veteran's status | 3. Your rank on our eligibility test | 5. Your education and training |
| 2. Relevant test scores | 4. Your job history | 6. Your work availability |

Initially, your name is considered private information. However, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such purposes as may be determined to be necessary in the administration of policies, rules, and regulations of the City of Rochester. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information may mean that your application for employment may not be considered.

Private data is available only to you, to appropriate City employees, and others as provided by state and federal law who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment which is not designated in this notice as private data.

Except for race, sex, age, and disability data, the information you give us about yourself is needed to identify you and to assist the City of Rochester Human Resources Department in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by the City to monitor protected class employment and to meet federal, state, and local reporting requirements.

EMPLOYEE CERTIFICATION

Before signing this application, read the following waiver carefully.

1. I have read and understand the job announcement for the position for which I am applying and certify that the information provided in this application is true and complete to the best of my knowledge.
2. I authorize all current and previous employers to release job related information upon the written request of the City of Rochester Human Resources Department. However, I understand that if, in the Employment History section, I have answered "No" to the question "May we contact this employer?", contact with the employer will not be made without my specific authorization.
3. I authorize the City of Rochester Human Resources Department to verify all information on this application to determine whether or not I am qualified for the position for which I am applying.
4. I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.
5. I understand that this application is not a contract of employment.
6. I declare that I have read and understand the information about the Minnesota Data Practices Act stated in the Tennesen Warning.

Printed Name _____

Signature _____ Date _____